**KEEP THIS COPY!**

**6TH GRADE TECHNOLOGY APPLICATIONS**

Below is a brief description of what will be covered during this semester. Our assignments and most websites used may be found on my website: <http://sniderweb.wikispaces.com>

On the back are the expectations of my class. Please go over these with your child, sign and return the extra copy. If you have any questions, please do not hesitate to contact me!

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| --- | --- |
| 6 WEEKS | SKILL |
| 1st | KEYBOARDING PROFICIENCY:  Proper keyboarding techniques will be stressed throughout the entire semester in order to learn how to input data quickly and accurately  COMPUTER FUNDAMENTALS:  Appropriate use of hardware components, software programs and their connections  DESKTOP PUBLISHING:  Use a word processor to create and edit documents  Use desktop publishing techniques in order to create posters, brochures, etc.  INTERNET BASICS AND WEB BROWSING:  Discuss legal and ethical issues concerning electronic information  Understand how to locate appropriate information and determine validity |
| 2nd | SPREADSHEETS:  Understand columns, rows, cells and how to manipulate them in order to insert and organize data  Learn how to use formulas and functions |
| 3rd | PRESENTATION SOFTWARE:  Learn how to create non-linier slideshows  MULTI-MEDIA:  Digital graphics, video, animation |

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